

Dream Day on Cape Cod, Inc. - Camp Director Job Description

PROGRAM

Dream Day on Cape Cod, Inc. (Dream Day), founded in 1993, is a non-profit organization for children with life threatening illnesses and their families. The mission is to bring a “ray of sunshine” to their lives by providing a care-free camp experience. Camp Nan-Ke-Rafe offers both tradition and unique camp life experiences to seriously ill children and their families.

PURPOSE OF POSITION

The Camp Director is responsible to oversee and supervise the six-week summer camp program offered at Camp Nan-Ke-Rafe as approved by Dream Day Board of Directors for the benefit of Dream Day's mission.

NATURE OF WORK AND POSITION

The Camp Director works under the direct supervision of the Dream Day Executive Director and in conjunction with the Board Family Relations/NKR Committee to ensure a successful camp experience for the children and families that attend. This includes:

1. Complying with all Dream Day policies and procedures.
2. Establishing and maintaining significant relationships with the children, families, volunteers and paid staff.
3. Providing direct supervision to the paid and volunteer staff.
4. Meeting regularly (daily when is in session) with the staff and volunteers.
5. Recruiting, cultivating and supporting qualified volunteers to assist with camp activities.

SPECIFIC JOB FUNCTIONS

The Camp Director, in conjunction with the Executive Director and Family Relations/NKR Committee, is responsible to carry out the following functions:

A. STAFF

1. Together with DD Exec Director, participate in the hiring process of staff including where possible, screening, interviewing, and reference-checking applicants
2. Provide orientation and training to staff regarding camp policies, procedures and camp activities.
3. Paid and Volunteer Staff discipline, reviews, final evaluation, and suggestions for rehiring
4. Provide Volunteer Staff Orientation

B. CAMP OPERATIONS

1. Together with Executive Director and NKR Senior Staff, develop a NKR program upholding Dream Day ideals, using camp resources, and appropriate to the client population.
2. Operate camp program within budget with exception of Board approved overrides.
3. Ensure that all programs and events are properly staffed within budget.
4. Ensure the safety of all children, families and staff when camp is in session.
5. Provide daily supervision to staff and volunteers when camp is in session.
6. Ensure that the camp activities and events are appropriate and that the program schedule is maintained.
7. Organize camp volunteer schedule and maintain communication with volunteers.

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8. Coordinate off-campus trips.
9. Order all supplies and food (in conjunction with the Chef) to ensure that all programs are properly equipped with necessary supplies and or product.
10. Providing the Executive Director and the Family Relations/NKR Committee with weekly written and oral reports on the status of operations, sent electronically.

C. FACILITIES

1. Maintain compliance with Town Health, Fire, and Building standards.
2. Oversee Property Maintenance position [shared supervision with Exec Dir as Maintenance position is yr round] – ensuring clean, safe, and secure property and facilities
3. Ongoing communication with Executive Director regarding property status and needs

BACKGROUND AND QUALIFICATIONS:

The ideal candidate will have past camp experience with, at least, one year as a Lead Counselor or Camp Supervisor. S/he will have a strong record of successful relationships with camp staff and possess demonstrated volunteer leadership. Proven skills as a leader and team builder are essential.

ACCOUNTABILITIES

The Camp Director is ultimately accountable to the Executive Director, who works in conjunction with the Family Relations/NKR Committee, for the fulfillment of the responsibilities noted above and for conforming to organizational policies and procedures.

1. The Executive Director and Family Relations/NKR Committee are responsible for providing the authorization, resources and involvement necessary for the successful realization of the responsibilities of the position.
2. The working relationship is reviewed as a part of the annual review.

REPORTING RELATIONSHIPS

The Camp Director directly supervises the camp counselors, nurse, cook and other paid and volunteer staff.

The ideal candidate will begin work **February 1st** [on limited part-time offsite basis]. Camp Director will work with Executive Director in spring, hiring staff, building summer program, and getting to know families. Camp Director will move to Nan-Ke-Rafe June 15th and remain on the property through the camp season. Position ends after Camp program ends, staff depart, and season debrief [which includes program/staff evaluations and facility maintenance report] is completed and filed.

Interested candidates should contact Executive Director Kathleen Giorgio at 774 994 7346 or via email at dreamdayoncapecod@gmail.com.

Applications are available on website [www.dreamdayoncapecod.org] and can be forwarded to: 165 Nan-Ke-Rafe Path, Brewster, MA 02631.